Formed a brand new troop at a Troop Formation event? That’s great news! We want to make sure we capture important information about the troop as we enter registrations into our systems. Attach this sheet to the full paper membership forms when a troop has been formed. Please use a separate sheet for each new troop formed.

**TO OFFICIALLY FORM A NEW TROOP:**

1. **Identify troop leader(s):** At least one troop leader registration form needs to be included in order to form a troop.
2. **Assign a letter to the troop:** Use letters to designate separate troops within the stack of registration forms (ex: Troop A, Troop B) and write the letter of the troop each girl/adult is registering with in the bottom right hand corner of their registration form where it says “Group/Troop.”
3. **List out the names of the leaders and girls in the space provided below.**
4. **Tell us more about the troop:** Fill in information about when the troop will plan to meet and what the troop plans to do this year.

<table>
<thead>
<tr>
<th>Troop Letter:</th>
<th>Full Names of Troop Leader(s):</th>
<th>Full Names of Girls:</th>
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New troops will be added to our online troop catalog so other local girls in the same grade can join the troop. Please provide any details already known about the troop. Once the troop leader has been officially onboarded, they will be asked to complete a Troop Catalog Update form to provide families with the kinds of details that will help them decide if the troop is a good fit (ex: meeting information, topics the troop likes to focus on like the outdoors, STEM, or volunteering in their community, etc.) It’s okay if many of these fields are still unknown at this point.

**School grades represented:**

**School associated with this troop (if applicable):**

**Troop zip code:**

**Meeting location name:**

**Meeting location address and/or details:**

**Meeting Day:**\[\]

**Meeting Frequency:**

**Meeting Start Time:**

**Meeting End Time:**

**Additional information that is helpful for us to know about the troop:**

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**Girl Scouts River Valleys | 800-845-0787**

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**Girl Scouts RV.org/Join**

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